

**INSTRUCTIONS FOR COMPLETING THE NOTICE OF INTENT FOR  
DISCHARGES FROM MARINAS**

**Who Must File**

*The operator of marinas engaging in boat maintenance activities and other facilities specializing in boat maintenance must submit a notice of intent (NOI) to obtain coverage under the NPDES General Discharge Permit for Discharges from Marinas.*

*If you have a question about whether you need this permit or any NPDES permit, contact the Maryland Department of the Environment, Wastewater Permits Program at 410-537-3634.*

**Where to File**

*Send the completed NOI with fee payment (if required) to:*

*Maryland Department of the Environment  
P.O. Box 2057  
Baltimore MD 21203-2057*

*The processing of your NOI will take more time if it is mailed to Broening Highway.*

**Required Information**

**I. Operator Information**

*List the legal name of the person, firm or other entity that operates the facility or site described in this application. The operator is the legal entity that controls the facility's operation. Use the full name and address of the operator. List the name and telephone number of the person to contact concerning information on the NOI.*

*Enter the type of operator (private, federal, etc.)*

*Enter the Federal Identification Number used for tax purposes. This number is necessary if a refund is due to the facility.*

*Indicate if you need a copy of the Permit.*

*Provide the name and policy number of facility's Worker's Comp Insurance. Further information can be found on MDE's website @ [www.mde.state.md.us](http://www.mde.state.md.us) under "Information for Industry and Business" under the heading, "Download Permit Applications and Forms." - Water Management Administration.*

**II. Facility Information**

*Facility/Site Location - Enter the facility's or site's official or legal name and complete street address (no post office box numbers), including (nearest) town or city, state, ZIP code, and county.*

*Provide the latitude and longitude of the facility to the nearest 15 seconds of the approximate center of the site. The latitude and longitude can be found on a relatively detailed map such as an ADC*

(book) county map. **Attach a map of the facility.**

Respond to questions regarding discharges and maintenance performed at your facility. If the activity is not allowed at your facility, that information should **be included in your contracts or posted at the facility.**

Estimate and/or enter the average daily volume of cooling water discharged.

Enter the number of slips at your facility.

If facility is registered under the storm water general permit, list registration number (ex. 97-SW-####).

#### **IV. Required NOI Fee**

Circle the NOI fee based on the number of slip. Enclose the specified amount.

#### **V. Certification**

The information submitted on the NOI must be certified to be true, by a responsible corporate officer, partner, proprietor, or principal executive officer, or by a manager delegated to sign such documents according to the corporate procedures.

#### **Anticipated Questions and Potential Mistakes:**

1. The following items must be included with each completed NOI:
  - a. NOI fee.
  - b. Map identifying the location of your facility.
2. Notice to applicants for registration under the general permit for discharges from marinas:

At your request, MDE will provide you with an estimated date by which you can expect a decision on your registration under the general permit. If you do not receive a response by the date promised, and if the delay is our fault, we'll refund all or part of your permit application fee. However, if you fail to provide us with the information we request we will be unable to process your registration for the general permit quickly, and will not refund your fee.

If you would like an estimated date, include a written request for an estimated registration date with your NOI. Whether or not you participate, your permit application will be handled as efficiently as possible.

Revised January 03, 2002